



Town of Gilbert
Special Event Handbook
including
Application and Attachments

The following information in this and subsequent sections has been assembled to assist you in the development of your proposed event plans and in completing your Special Event Permit Application.

All events held on either public or private property that are open to the public will be required to obtain a special event permit.

Town of Gilbert Special Event Process

The Town of Gilbert is proud to host hundreds of events each year and welcomes a variety of community special events. It is our goal to enhance the vitality, quality of life, and economic prosperity of Gilbert through the support of special events.

The following information has been developed to guide you through the Special Event Permit Process and to provide you with guidelines and requirements associated with special event management in the Town of Gilbert.

As you read through the Special Events Handbook and complete the Special Event Permit Application, please be aware that these documents have been developed to address a wide span of event types and elements. You need only provide information to us about the elements of event planning that relate to your particular special event.

Applying for a Special Event Permit

You can obtain a Special Event Permit Application from the Town of Gilbert's website at www.gilbertaz.gov Events. Organized activities for 75 or more people that involve any type of street closures and/or include event components requiring the coordination of a number of town departments or other agencies such as the use of alcohol, on-site cooking, food sales, or large-scale temporary structures typically are reviewed through the Special Event Permit Process. Examples include festivals, parades, runs/walks, and other planned group activities.

Application Designed to Assist Event Organizers

The Special Event Permit Application has been designed to assist event organizers and serve as a guideline for the development of event plans that comply with local, state, and federal codes, laws, policies and regulations governing activities associated with the production and management of special events.

As an event organizer it is your responsibility to assess the venue, environment, anticipated attendees, and event components of your proposed event in order to develop and implement management strategies that ensure the safety of your guests, citizens, and the surrounding environment affected by your event.

By applying for a special event permit, you and your representatives agree you have the sole responsibility at all times to be knowledgeable about, fully understand, and to meet or exceed all local, state and federal codes, laws, policies, and regulations associated with the proposed event and its related activities including but not limited to the provisions of the Town of Gilbert Municipal Code, Special Event Permit Application, Special Event Planning Guide, other city documents, permits, requirements and/or correspondence. You and your representatives also agree to accept the venue in an as-is condition and inspect all areas within the event venue and immediate surrounding areas for hazards and take any reasonably necessary actions to protect event participants and attendees until corrective/remedial measures are implemented.

Application Submittal Deadline

The Town of Gilbert requires permit applications to be submitted no later than sixty (60) days prior to the actual date of your event and allows applications to be submitted as early as one year before the event date. At the sole discretion of the Town of Gilbert, you may be authorized to submit written amendments to your initial permit application due to unique or changing circumstances related to the event. Amendments to your permit application must be submitted to the Special Events Coordinator.

Application Must Be Complete

Under the provisions of the Special Events, the Town of Gilbert is not required to act upon an incomplete permit application. This means that a permit application will not be approved or denied and you will not have administrative recourse rights to a denial hearing if you have not provided the required information as set forth in the Special Event Planning Guide and Special Event Permit Application. It is therefore important to provide all required information and documentation in a timely and complete manner throughout the permit review process.

For an application to be considered complete, applicants must submit the following minimum information required in sections of the Special Event Permit Application in sufficient detail that the material can be understood and assessed:

- Event Host Organization Information (Complete)
- Event Information Summary (Complete)
- Event Features Section (All aspects that relate to the specific event)
- Operational Plan Section (All aspects of Traffic, Safety/Security, Medical, Dust Control and Site/Park Maintenance plans)
- Site Plan/Route Map Section (Complete)
- Insurance Section
- Important Notice and Certification/Signature Section (Complete)
- Any required documentation relevant to the permit application processes and requirements set forth in the Special Events Planning Guide and Special Event Permit Application. (Complete)

Applicants are responsible for obtaining all permits, authorization and/or exemptions that may be required by other agencies within the event jurisdiction (e.g. Alcohol Beverage Control Permits, Health Permits, etc.)

Application Fee

The following fees have been approved by the Town of Gilbert Council and apply to Special Event Permit Applications:

- \$50 per event.
- Application Fees are refundable if the application is not approved.

Please submit payment with your permit application. You will be invoiced for all additional fees once your special event permit application has begun the permit review process. An estimate of your event costs will be provided to you after your initial Special Event Team Meeting or staff review.

The special event permit application fee offsets the cost of reviewing your permit application and coordinating the event review process. Payment of the application fee does not guarantee that your special event permit application is complete nor does it guarantee that any or all aspects of the application will be approved. Your willingness to pay a late fee does not guarantee that the Town of Gilbert will be able to process your permit application due to time or staffing constraints.

Other Costs and Fees

In addition to the permit application fee, you may be assessed other Town of Gilbert permit fees, and costs and fees associated with personnel or resources provided to your event by a town department, program or division, as well as fines that may be assessed by the town for the cost to repair and/or restore any public property damaged by an event.

Event Cancellation

If you cancel or reschedule the date of your proposed event or any permitted elements of the event, you must notify the Special Events Coordinator in writing no less than 48 hours in advance of the set-up time for your event. If the event is cancelled with less than 48 hours notification and personnel or other resources were dispatched to support the event or an event activity that has been cancelled, the Host Organization will be responsible for the cost of the services provided.

Final Permit

The final permit issued by the Town of Gilbert is valid only for the venue area(s) and event activities, including set-up and dismantle, depicted on your site plan and as described in the Special Event Permit Application and any attachment and/or amendments made to the application during the review process. The Town of Gilbert may place conditions or not approve all venue areas and/or activities requested in the permit application. Failure to comply with the terms and conditions of the permit, additional requirements of the Town of Gilbert, or requirements established in the Special Event Planning Guide may result in the immediate cancellation of the event, denial of future special event permit applications or the requirement of a cash deposit or security bond.

Special Events Management Team and Approval Process

The Special Event Permit Process is managed by the Parks and Recreation- Special Events Division and supported by the Special Events Management Team. The team is comprised of representatives from Town departments, divisions, and programs, along with other public agencies that may be affected by or have regulatory authority related to elements found in your event. The Special Event Permit Process provides a coordinated approach to the planning, review, and on-site management of your event. Your event may be pre approved anytime during this process, but final approval and permit will be issued upon completion of all required documents.

The permit process begins when you submit your permit application to the Special Events Department. All attachments and supporting documentation should be submitted with the original application. Acceptance of your permit application or the initiation of the review process does not deem your permit application to be complete, nor should submission of a permit application be construed as final approval of your request.

Throughout the permit review process you may clarify your permit application by providing information or documents requested by a member of the Special Event Management Team. At the sole discretion of the Town of Gilbert, you may be authorized to submit written amendments to your initial permit application due to unique or changing circumstances related to the event. Amendments to your permit application must be submitted to the Special Events Department. Delays in providing additional required information may affect the ability to finish reviewing your permit application in a timely manner or result in the determination that your permit application is incomplete and cannot be acted upon.

The Town of Gilbert will do its best to keep you apprised of any issues regarding your permit application throughout the review process. Most events will be required to meet with the Special Event Team 1 or 2 times prior to receiving final approval of the event. In most instances Special Event Permits are issued only a few days in advance of the event date due to the many changing components of an event. Your event approval will be finalized once all the event conditions have been met of each component of your event.

Meeting with the Special Event Management Team

The Special Events Management Team holds production meetings monthly with event organizers for the purposes of pre-event coordination, post-event evaluation, and discussion of special needs or issues unique to an event or organization. Production meetings also provide event organizers with feedback regarding proposed new events. All events are subject to attending a minimum of one team meeting to propose your intended event. Additional meetings may be required depending on the size and complexity of the event.

TOPICS OF DISCUSSION

As the event organizer/host organization, you will present your event plans or issues to be discussed to the Special Event Management Team. If the topic of discussion involves information contained in an application already on file with the Special Events Department, copies of it will be distributed to meeting attendees prior to the meeting. If material has not been provided to the Special Events Department prior to the meeting, bring fifteen (15) hard copies of each permit application, map, or plan to be discussed.

Following are common topics: discussion at Special Events Team meetings:

- Venue Design
- Type of Event
- Event Components (such as music and other activities)
- Set-up and Dismantle Plan
- Alcohol Management
- Cash Management
- Security Responsibilities
- Recycling/Trash Plans
- Insurance Requirements
- Traffic Management Plan
- Americans with Disabilities (ADA) Compliance
- Community Support/Issues
- Illegal Vendors
- Additional Permits/Approvals
- Cost Reduction Strategies
- Other

MEETING ATTENDEES

Representatives from the Host Organization can include the Primary Contact and any other individuals authorized to make operational and financial commitments regarding the event on behalf of the Host Organization must attend a minimum of 1 or 2 meetings with the Special Events Team.

Special Event Related Permits

There are a number of different special event related permits that may be issued independent of a Special Event Permit or may be required in conjunction with a Special Event Permit. The proposed event venue, activities, components, attendance, and unique circumstances of the event are contributing factors to the final determination of the required permit types.

The following is a summary of the most common permits types you may also be required to obtain if you are planning a special event or an activity associated with a special event. The special events coordinator will assist you with contacting or meeting with Town of Gilbert departments:

Town of Gilbert Approvals

- Road Closure Permit-Development Services
- Code Compliance
- Electrical Permit-Development Services
- Park Use Permit-Special Event Coordinator
- Event Site/Tent Inspection-Fire Department

Other Agency Approvals

- Alcohol Sales/Use Permit
- Food Permit –Maricopa County
Environmental Health Department

Guidelines for completing the Application

Section 1- Event Host Organization Information

Host Organization

The Host Organization is legally and financially responsible for the overall organization, management, and implementation of an event and its related activities. A Host Organization can host either a non-commercial (private resident, not for profit or not open to the public event) or commercial entity and is referred to as the Event organizer or promoter.

Primary Contact

The Host Organization must designate a Primary Contact. The Primary Contact works closely with the Special Events Team throughout the permitting process and must have authority to make planning, operational, and financial decisions on behalf of the Host Organization. Correspondence directly related to operational planning issues may be directed to the Primary Contact.

Non-Commercial Entity

- a) All non-profit person or organization, conducting non-commercial activities, such as members of the, Fine Arts Association, Historical Society.
- b) All governmental agencies, including county, state, and federal agencies.
- c) Gilbert Sports Coalition members

Commercial Entity

Under the provisions of the Special Events Ordinance, all entities or organizations without an IRS 501(c3) valid tax exemption status are considered to be commercial in nature. The Special Events Ordinance includes provisions for the negotiation of revenue-generating agreements with entities that are commercial in nature.

Billing Information

The Host Organization is legally responsible and financially liable to the Town of Gilbert for all town fees and costs associated with the overall organization, management, and implementation of the event and its related activities.

Section 2- Event Information Summary

Name of the Event

The name of the event as it is being advertised.

Event Date/Time

The time frame denoted on your final permit is based on the times indicated in this section. No set-up will be permitted before a permit is issued and dismantle must be completed by the time indicated on your permit. Your insurance must cover all time frames. The Town of Gilbert may also accept one permit application spanning a series of periodic dates for events such as concert series that have identical event set-up and dismantle times, site plans, and service providers. If your event takes place over multiple sequential calendar days one application may be submitted to include all of your event plans per calendar year (a separate permit may be required for each event day, but only one application is needed per calendar year).

If your event plans vary significantly from day-to-day or have multiple distinct event types (e.g. a parade with a separate festival) that may be best managed as separate events, the Town of Gilbert may require separate permit applications for the specific event types.

Attendance

Providing the estimated attendance or number of participants for your event helps in the review of your event plans with emphasis on public safety, venue occupancy, staffing, and impact to the surrounding neighborhood. The estimated number of participants should be based on the total number of people you anticipate will participate in the event or provide support services to the event. Examples include the total number of people walking or running in an athletic event, marching in a parade, providing vendor support at a festival, or serving guests at an event.

Location of the Event –(Venue)

To ensure you receive all the necessary approvals for use of the proposed venue area, it is important that you provide us with a description of the type of property within your proposed venue boundaries. Examples include: town streets; park land; private or other public agency property; or a combination of these property types. An accurate representation of your entire proposed venue including event activity, production and shuttle areas must be included on the site plan or route map. Written authorization to use any property other than town streets or right-of-ways must be included with your permit application.

Town of Gilbert Property

If you plan to hold your event on property managed by the Town of Gilbert include the event location you would like to reserve on the Special Events Application. The event site will be temporarily reserved with your paid application, and you will be issued a final site permit with the Special Event Permit. Please call the Special Events Office if you have questions about availability of sites and dates prior to filling out the application.

Private Property- Please complete Appendix F and submit with your application.

If you propose to use private property as a part of your event plans, including production areas and shuttle parking, you must provide authorization as part of your permit application from the property owner to use the property. If approval to use the property is authorized by a property manager, the authorization letter must indicate that the property manager is authorized to approve the use on behalf of the property owner.

Narrative

To supplement your site plan or route map, you must provide a detailed narrative and timeline of your event to better assist in the review of your event. The narrative should include details regarding the set-up, sounds checks, operations and dismantle of your proposed event activities. If there is a moving route associated with your proposed event, you must include a turn-by-turn narrative and diagram that incorporates the names of all proposed street/lane closures, detours, etc.

Optional- General Public Information- *Please complete Appendix E and submit with your application.* This information will appear in the Town's Calendar of Special Events. You should include all admission information related to your event. Examples of information you should provide include:

- Name of event and brief description
- Ticket/entrance costs (e.g. list by age, activity, etc.) or Free to Public
- Entry/participant fee
- Advertising Plan
- Parking/shuttle information
- Private event/invitation only

Section 3- Event Features

This section of the permit application has been designed to obtain a detailed description of the types of activities, performances, services and other elements that you plan to incorporate in your event plans. Providing detailed information in this section helps the Events Team to work effectively with you in developing plans that provide for the safety of all those participating or attending your event.

Performances

As part of the permit review process, you must provide a description of the types of performances or entertainment that will be at your event. This helps the Special Events Team to work effectively with you in developing plans that provide for the safety of all those who attend your event. The Town of Gilbert will not allow you to have event activities or components that are not included in your permit application and that are not authorized to take place in your event venue.

As the Host Organization, it is your responsibility to ensure all necessary actions are taken to prevent and stop unruly and risky behavior at your event. The Town of Gilbert Police Department or Fire Department may also direct the Host Organization to end entertainment or other activities if it incites a crowd or has potential to cause unruly and risky behavior.

Performances by Community or Local Performers

Many events feature local or community performance groups. If your event plans incorporate the use of these types of groups, it is not necessary to provide a complete performance schedule with your permit application.

Performances by Regional, National, or Internationally Recognized Performers

If your event plans include the use of performers that are recognized regionally, nationally, or internationally or have a unique audience draw, you are required to provide a complete performance schedule including sound check times with your permit application. This information will be incorporated in the overall assessment of your event management and safety plans.

Amplified Sound

Town of Gilbert Municipal Code **Sec. 42-61** <http://www.gilbertaz.gov/ordinances/noiseordinance.cfm>

It is important to carefully assess the environment in which your event is proposed to take place in order to develop a plan that best limits the impact of sound generated by event activities to the surrounding neighborhood. Issues to consider include but are not limited to:

- The direction speakers are pointed.
- Use of directional speaker systems with cut-off points.
- Placement of smaller sound systems in specific locations throughout the venue rather than far-ranging single amplification systems.
- Sound checks must be authorized as part of your permit.
- Do not place speakers and sound system devices in areas that have not received authorization.
- Do not use amplified music during the set-up and dismantle of your event unless you have received prior authorization.
- Provide information to area residents and business that might be impacted by noise from your event. You should include a mobile number that is staffed by an event representative throughout the event set-up, event duration, and dismantle.

In most cases, issuance of a Special Event Permit will serve as your approval to use amplified sound within your event venue as outlined in your permit application. Loud and unreasonable noise at any time of day or night (including music) is a violation of state law. A police officer or park ranger that determines noise from your event is offensive to others may require you to lower or discontinue the noise even though you have a permit allowing such use. In some instances, you may be required to conduct decibel readings at pre-determined locations throughout your event time frame as part of your permit requirements.

Stages

Most events use standard-sized portable, mobile or riser stages. The use of standard four-foot by eight-foot (4' x 8') risers placed either at a single level or stacked, typically in eight inch (8") increments to create an elevated performance area typically does not require review by building officials. Use of portable trailers and mobile units is common and typically does not require a building permit if the stages remain affixed to the wheels of the vehicle and a license plate is affixed to the vehicle. If footings or a foundation are affixed to the ground, a building permit may be required.

All stages must be accessible and meet local, state and federal disability access laws including, but not limited to, the use of ramps, lifts, and safety handrails. Many portable stage units comply with accessibility requirements, but it is your responsibility to ensure that your event plans meet all accessibility requirements.

Sponsors and Vendors - *Please fill out and submit Appendix C*

The Town of Gilbert Special Events permit gives you exclusive control and regulation of any concessionaires within your defined event venue. **To regulate vendors within your permitted area, submit a complete list of vendors and coordinate an enforcement plan with the Town of Gilbert Parks and Recreation Department NO LATER THAN FIFTEEN (15) BUSINESS DAYS prior to your event. Failure to provide a completed vendor list and coordinate with the Parks and Recreation department the necessary insurance and business licensing requirements may prohibit your ability be approved for the vendor permit aspect of the Special Events permit.** All vendors that intend to sell items during the event must have a current Town of Gilbert business license. All non-Gilbert based businesses must obtain a transient business license for the event day. The following is a link to the business license application: <http://www.gilbertaz.gov/eservices/business/>

It is the responsibility of the Event Host to obtain a vendor application, original copy of the required insurance and a copy of the business license (as needed) from each of your event vendors. These applications should **not** be submitted by each vendor. It is the responsibility of the event promoter to submit a current vendor list and all required paperwork for each vendor no less than 15 business days prior to the event. The following link should be shared with all event vendors in the event they fall into the category of needing to pay taxes on sales of goods at the organized event: <http://www.gilbertaz.gov/taxcompliance/>.

A certificate of Insurance naming the Town of Gilbert as additionally insured is required for ALL promoters, food and sales vendors/sponsors present at events held on Town of Gilbert property.

Tents and Canopies

All tents, canopies and other membrane structures over 240 sq. ft. are required to meet the Fire Department Regulation 2006-018 <http://www.gilbertaz.gov/eservices/fire/pdf/FireRegulation.pdf#page=47> and must obtain a Fire Department Permit. You may obtain a permit application by calling 480-503-6352 or on the following web link: <http://www.gilbertaz.gov/eservices/fire/pdf/TentCanopyPermit.pdf>

Food Preparation

This section of the permit application is intended to gain information regarding the manner in which you plan to prepare food at your proposed event and to determine if you propose to use any tables and seating within the event venue. A Special Event food permit must be obtained by the Maricopa County Environmental Health Special Events department, and can be found on the following link: www.maricopa.gov/EnvSvc/EnvHealth/SpecProg/SpecEvents.aspx

If you intend to sell, serve, give away, or sample food or consumable products, including water or other beverages at a public event, you must obtain a Temporary Food Permit. Additionally, each food vendor at your event must also have a Temporary Food Facility Vendor Permit. Different permits, policies and procedures depend on your classification and the number of days of your event. As part of the food handling requirements, you are required to include public safety features in your event plans such as hand-washing sinks.

Venue Housekeeping

Ensure that any water used during the event (e.g., cooler water, ice, mop water, food prep water, etc.) is either poured down a sink or released over a landscaped area with adequate capacity to contain the liquids and pollutants.

Restrooms and Sinks

This section of the permit application is intended to gain information regarding the number and types of restrooms and hand-sanitizing/sink facilities you plan to provide to support your event needs.

Restrooms

Some Town of Gilbert Parks are equipped with public restrooms. If you plan on using these restrooms for your event, a cleaning fee will be assessed based on the size and timeframe of the event.

The Town of Gilbert recommends one (1) chemical or portable toilet for every 250 people. The number of portable toilets can be determined based on your estimated peak time attendance. You must provide portable restroom facilities at your event unless you can substantiate the sufficient availability of both accessible and non-accessible facilities in the immediate area of the event site that will be available to the public during your event.

RESTROOM ACCESSIBILITY

Five percent (5%) of restroom facilities must meet local, state, and federal accessibility requirements. No less than one (1) accessible restroom should be placed in each location designated for restrooms facilities and located on a level area not to exceed a 2% cross-slope in any direction. If a single restroom unit is placed in a location, it must be accessible. An accessible route to each portable restroom must be provided.

Safety Equipment and Fencing

This section of the permit application has been designed to gain information regarding the safety equipment and fencing you plan to use to support your event plans.

Signage, safety equipment and fencing are most commonly used to create venue boundaries, delineate pedestrian areas from vehicles and guide crowd behavior. Moving vehicles in an event venue are strictly prohibited. Exceptions to the use of vehicles in a venue may be granted by an authorized Town of Gilbert representative for public safety purposes. Your event may require safety equipment in addition to the types described in this Planning Guide.

SAFETY EQUIPMENT

Based upon the location, components and configuration of your event, you may be required by the Town of Gilbert Police Department to provide safety equipment such as barricades, traffic cones, directional signage, fencing, lighting, etc. All equipment must be free standing, unless otherwise authorized. It is prohibited to affix temporary signage and equipment to trees, light poles, traffic signs, etc. You are responsible for obtaining and properly placing this equipment prior to the beginning of your event in compliance with local and state laws.

The Town of Gilbert does not provide required safety equipment.

Safety equipment must be positioned at the specific location(s) and time(s) indicated on the special event permit or traffic/safety equipment list provided by the Police Department. Equipment must be properly placed at the required dates and times and must be removed as soon as it is safe to do so. All signage and barricades used after dark must be retro-reflective. Any barricades used at your event after dark must have flashing amber caution lights securely attached to them. You should also provide informational material and/or meet with businesses, residents, and other entities in any area where safety equipment will be placed.

The following information provides details regarding some of the most commonly used safety equipment along with requirements for fencing:

NO PARKING SIGNAGE

No Parking signs must be posted seventy-two (72) hours prior to your event start time, including set-up. You must verify that all No Parking signs are placed in their correct location(s) every twenty-four (24) hours from the time of initial placement of the signage and a minimum of twelve (12) hours prior to your event start time. Verification methods include the use of date/time stamped photographs and video recordings. The Town of Gilbert maintains sole discretion to modify these requirements based on an evaluation of unique circumstances associated with an event or for events that take place on a weekly basis such as Farmer/Art markets.

Missing, collapsed, improperly placed, or damaged signs may prevent you from legally towing vehicles within your event venue and may result in an impact to your overall event plans. All signage must be removed from the venue immediately following the event and no more than 24 hours after the conclusion of all event activities. In addition to the required equipment, it is important to assess the venue in which your proposed event will be held to develop signage and notification plans that best meet the needs of the event and the neighborhood or business district.

Barricades

A barricade is a portable or fixed device having one or two rails with appropriate markings and is used to control road users by closing, restricting, or delineating all or a portion of the right-of-way. If barricades are required as part of your street closure and/or traffic plan, they will be included in the traffic/safety equipment list provided to you by the Traffic Engineering Department. After dark, any barricades used at your event must be retro-reflective and have flashing amber caution lights securely attached to them.

TYPE I OR II BARRICADES (STANDARD)

Barricades must be white with reflective tape across the wood plate at the top. Homemade devices, vehicles and/or other objects are not authorized in lieu of barricades. The minimum length for Type I and Type II Barricades is 24". Each barricade rail shall be 8" – 12" wide. A Type I panel has one (1) 8" x 24" retro-reflective panel per side, whereas a Type II barricade has two (2) 8" X 24" retro-reflective panels per side.

INTERLOCKING BARRICADE OR BIKE RACK

Commonly referred to as bike racks, these barriers are produced in a variety of sizes and are used for crowd control purposes. Interlocking barricades can be used to make your event more organized and to efficiently manage vehicle and pedestrian traffic. If using interlocking barricades, all exits must be clearly marked on your site plan and at your event. All exit areas must remain clear throughout the duration of your event.

Fencing

Fencing is typically used to delineate all or portions of an event venue. Most events use freestanding fences. If you plan to use stakes, footings or other materials you must receive authorization to disrupt surfaces below ground level. The Fire Marshal will also determine a maximum occupancy for the fenced area and corresponding number of required accessible exits.

Staking

To prevent damage to irrigation lines, and event site property, staking of equipment such as tents, canopies and carnival type equipment will not be permitted on Town of Gilbert property without the approval of a Parks and Recreation Supervisor.

Electrical Services/Generators

This section of the permit application is intended to gain information regarding electrical power supply and distribution plans that you propose to use at your event. There are a number of local and state codes related to the use and distribution of electrical power. As an event organizer you are required to meet these codes and regulations. Failure to meet local and state codes may result in penalties or suspension of the use of the wiring or equipment until the corrective action is verified. It is illegal to use electricity tapped from public lights and other public utility outlets without authorization. The following section has been developed to provide you with general requirements regarding the use of electrical power.

Electrical and Power Supply

If your event includes provisions to supply electrical power via generators, photovoltaic (solar) systems, or by connecting to existing permanent electrical systems, an electrical permit may be required by the Development Services Department. An electrical permit is required for electric power generating equipment 50(KW) and larger. Existing town maintained lighting and outlet circuits may not be used for event power use unless prior approval is obtained in writing before the event date and time

This type of permit review may take an extended amount of time to process and an inspector may not be immediately available, therefore, please plan accordingly.

Whether or not an electrical permit is required for your event, the installation of all electrical elements must comply Town of Gilbert Codes - All wiring, equipment and devices must be maintained in a safe working condition for the duration of your event including set-up and dismantle. Small hand portable generators with direct connect outlets do not typically need to receive electrical permits from the Town of Gilbert. In instances where an electrical permit is not required, the Fire Marshal will conduct an on-site inspection to ensure the use of proper system grounding, GFCI protected outlets, protection of wiring, protection of pedestrians from trip hazards, etc.

Requirements:

EQUIPMENT

- Must be listed for the location of installation (e.g. indoor or outdoor, etc.).
- Distribution and power generation equipment must not be accessible to the general public.
- Cable ramps or rubberized mats should be used to cover all cords, wires, hoses, etc. located within a path of travel.
- An alternate accessible path of travel is required when the public right-of-way is obstructed.

RECEPTACLES

- Must be protected at their listed ampacity.
- Supplying equipment must be inaccessible to the general public.

EXTENSION CORDS

- Must be protected at their listed ampacity.
- Must be routed outside of pedestrian and vehicular traffic or suitably protected or guarded.
- Must be supported as needed; supports must not cause damage to the cord.
- Must be continuous without splice between boxes and fittings.
- Cord connectors must not be laid on the ground, unless listed for wet locations.
- Connectors must not be placed in areas accessible to the public, unless guarded.

LIGHTING

- Electrical lamps and lighting equipment must be kept away from combustible equipment.
- All lamps must be protected from accidental contact or breakage by means of a suitable fixture type or lamp holder with guard.
- Egress lighting must not be protected by a GFCI.

PORTABLE DISTRIBUTION BOXES

- When installed outdoors, must be wet location listed and mounted so that the enclosure is not less than six inches (6") above the ground.
- Boxes must be designed to ensure no live parts are exposed to accidental contact.
- Must be properly labeled identifying use of circuit.

EQUIPMENT BONDING

- Equipment connected to the same source must be bonded.
- Examples include; metallic raceways and metal sheathed cables, metal enclosures of electrical equipment, metal frames and metal parts of rides, concessions, tents, trailers, trucks, stages, or other equipment that contain or support electrical equipment.

GENERATORS: Generators and other internal combustion power sources shall be separated from temporary membrane structures, tents and canopies by a minimum of 20' and be isolated from contact with the public by fencing or other approved means.

PORTABLE AND VEHICLE-MOUNTED GENERATORS

- Must use the identified grounding point on the generator.
- Must be properly guarded to avoid contact by the general public.

GROUND RODS

- Must be fully driven.
- Listed grounding clamps are required.
- Must be properly guarded to avoid contact by the general public.

FIRE EXTINGUISHERS:

If you are having a midway or other activities where travel is in place, a fire extinguisher must be in place every 75'.

Décor and Special Effects

Décor and special effects add to the unique nature of your special event. There are a number of elements in this category that are regulated by a variety of laws.

It is important that you provide information regarding the type of décor and special effects you plan to use at your proposed event so that you can receive the appropriate approvals prior to your event. Failure to receive approval for some types of décor and special effects may result in your inability to use these elements at your event.

Decor

Banners, pennants, flags, signs, streamers, inflatable displays and similar devices are typically regulated by local ordinances. The number and location for these items must be included in your site plan/route map and must receive approval from the Town of Gilbert. Town Code Enforcement staff may remove unauthorized décor and advertising in your permitted venue area and/or advertisers may be subject to fines.

Signage

Clear visible signage that can be seen over a crowd of people is important to the success of your event. All entrances, exits, start and finish lines should be clearly marked. Directional signage can help people locate food, entertainment, restroom facilities, and information areas making your event more user-friendly; resulting in enhanced pedestrian flow and the overall enjoyment of your event. Signage should meet accessibility standards.

Lighting Special Effects

Use of special lighting and lasers will require additional permitting and safety requirements from the Town of Gilbert Fire Department. Under certain conditions, these items are prohibited or limited.

Pyrotechnics/Flame Effects

Anyone conducting sales of consumer fireworks is required to fill out a Fire Department Application 480-503-6352. You may obtain an application at the following web link:

<http://www.gilbertaz.gov/eservices/fire/pdf/ConsumerFireworks.pdf>

All activities associated with the use of pyrotechnics and open flames must be reviewed and approved by the Town of Gilbert Fire Department in compliance with the Town Fire Code. Examples of pyrotechnic activities include fireworks, lasers, and special effects using pyrotechnical devices. A flame effect is the combustion of flammable solids, liquids, or gases to produce thermal, physical, visual, or audible phenomena before an audience. Some examples include hand-held burning torches, flaming batons, flame acts, fire walking, and flaming sword dancers. A permit and full demonstration to the Fire Marshal prior to your event date may be required.

As part of the permit requirements, onsite stand-by and inspection services may be required due to the size, complexity and/or unique safety issues regarding the activities associated with the proposed event.

OTHER EVENT ACTIVITIES

Activities not included in your permit application are not authorized to take place in your event venue and can be curtailed by the Town of Gilbert Parks and Recreation or Police Department. A member of either of these departments may terminate activities if they incite a crowd or have potential to cause unruly and risky behavior. Use of some equipment, interactive activities, or animals may require additional safety features, insurance levels, or permits.

Inflatable's

The use of inflatable's is prohibited in some areas of the parks. Examples of inflatable's include, but are not limited to, jumpers, climbing walls, obstacle courses, décor elements and promotional signage. All inflatable activities must be identified on the site plan and listed on your event equipment list and are subject to approval of the Special Events Team. Installation must meet all manufactures' guidelines.

Massage

Massages provided as part of a special event (e.g. at the finish area of a 5K run) can be performed without restriction, by a licensed holistic health practitioner. Massages provided by any other person, such as a chiropractor, sports trainer, licensed massage technician, or a student from a massage school must be done free of charge. Donations or tips may be accepted, but not made mandatory. A licensed instructor must supervise students. Inclusion of this type of activity at your event may have additional insurance requirements.

Mechanized Equipment

The use of mechanized equipment can require additional planning, security, and/or insurance requirements. Examples include, but are not limited to, carnival rides, mechanized trains, robotic demonstrations, etc.

Animals

The Town of Gilbert regulates the use of animals at events. All animals are to be treated in a humane manner and provided proper care and attention at all times. County Animal Control Officers must, at all reasonable times, be permitted full access to examine any/all animals to be used in and/or kept on the premises of your proposed event. Hand sanitizing/washing stations are required for all employees working with animals at an event and must be made available to attendees in instances where animals may be handled by the public.

Section 4- Dust Control

Dust Control Plan (DCP):

A written DCP, signed by the Owner or Responsible Official of the Applicant is required for any special event or temporary parking done on an unpaved surface.

The complete DCP must be submitted as part of the special event permit application to Gilbert Development Services as well as to Maricopa County Air Quality via fax (602-506-5179) at least 30 days prior to the event.

The DCP must be submitted on the "Dust Control Plan Special Event or Temporary Parking on an Unpaved Surface" form found on Gilbert's Development Services website or by visiting Gilbert's Development Services office at 90 E Civic Center Dr. Gilbert, AZ 85296. The DCP must include all sections and will not be considered complete until all sections have been filled out.

Certification by a Responsible Official of the Applicant

The person signing the DCP must be the Property Owner or Responsible Official of the organization hosting the event. The person signing the plan must be able to certify that they are familiar with the event and that

they agree to take the prescribed measures to control dust. They are also stating that they agree to follow all Gilbert Ordinances and all other applicable rules and regulations.

A legal name, title, date and signature are required. The application will not be considered complete until these portions are complete.

Control Measures:

Control measures are the means organizers will use to control dust. Organizers are responsible for dust control before, during, and after all activities. The site must be “permanently” stabilized after the event meaning that the soil has a crust and the soil is not susceptible to wind erosion. This may mean fencing the area or putting up legal “No Trespassing” signs as well as stabilizing the soil.

For some of the areas or sections in the “Dust Control Plan Special Event or Temporary Parking on an Unpaved Surface” form, there is a primary and a contingency control measure requirement for some sections. The primary measure is the measure that will be used to control dust first and regularly. The contingency is the method that will be used to control dust if the primary control measure is not working. In the event that air born dust gets out of control, it is always a good idea to stop whatever activity is causing dust until the situation is back under control. By laying out the chosen control measures in this format, it is easy for event staff to know what the plan is for controlling dust.

There are different control measures for different types of activities and those listed in this guidance and on the dust control plan form are but a few methods that when implemented correctly and maintained, have worked in the past.

Unpaved Parking Lots: Vehicle travel is one way that soil can become pulverized making it more easily entrained into the air. By keep soil damp (not muddy) it significantly reduces the risk of windblown dust. Other options include a dust free cover which may be rock, asphalt millings, vegetation, a soil tackifier, etc. Whatever choice is made, it must prevent windblown dust.

Unpaved Pathways Used For Vehicular Travel: Again, vehicle travel is one way that dust can easily be entrained into the air. Controlling dust in these areas is very important. By keep soil damp (not muddy) it significantly reduces the risk of windblown dust. Other options include a dust free cover which may be rock, asphalt millings, vegetation, a soil tackifier, etc. Whatever choice is made, it must prevent windblown dust.

Unpaved Areas and Pathways Not Associated With Parking: While not as bad as vehicular traffic, pedestrian traffic can cause soil to break down into finer particles which can more easily be entrained into the air. By using water, a soil tackifier, etc. the chances of dust being entrained are reduced.

Track-out: Track-out occurs when soil, either wet or dry, is carried out onto paved surface by vehicles exiting an unpaved area. This is a twofold problem, air quality and stormwater. This is a stormwater issue in that sediment can cause the storm sewer, separate from the sanitary sewer, to become clogged which may cause flooding during rain events. As far as air quality goes, once that soil that is now being rolled over by vehicles dries, it can easily be entrained into the air causing air quality problems. For these reasons it is best to prevent track-out from occurring or at least get it cleaned up as soon as possible.

Preventing track-out can be accomplished using a few different methods. A rumble grate, cattle guard or “grizzly” is a device that is partially buried in the soil and as cars roll over it, it causes them to jostle a little bit which knocks the soil off of the tires before the access paved surface. It is important that the device is located adjacent to paved surface or otherwise dust proof surface so that the car doesn’t pick up more dirt after it has gone over the device.

Another option is a gravel pad. These can usually be seen at construction sites and is a strip of gravel at least twice as wide as a car and at least 50 feet long made up of large river rock. These river rocks cause the car to jostle about as it moves through the rock which causes dirt to fall off. These devices must be maintained so that the rock does not become compacted. The problem with these devices for special events or temporary unpaved parking is that vehicles may get stuck in the rock which would necessitate them having to be towed out.

Preventing track-out is most often best but having a plan to clean it up is also very important. When the situation allows, having someone with a push broom dedicated to watching and cleaning up track-out is a good idea. When this is not feasible, hiring a street sweeping company to continually make passes is a good idea. In any event, track-out cannot reach 25 linear feet as that will result in a violation of dust control rules. All track-out, regardless of length must be cleaned up by the end of the day, every day, even if the event runs for more than one day.

Site Diagram:

A site diagram helps event organizers as well as regulators to understand what the plan is. The site diagram should include nearest major cross streets, site boundaries, site entrances and exits, as well as a clear delineation of where parking and other events will occur. This does not have to be a professionally prepared document, a simple clean drawing will suffice.

Definition of Terms:

These terms are a few of the key terms that may be of use when considering dust control for special events. They are taken largely from Maricopa County Air Quality Department Rules 310 and 310.01. Please consult those regulations for further definitions and details.

- **Disturbed Surface Area** – The portion of a vacant or unpaved lot/open area whose surface crust has been destabilized from its undisturbed native condition. For the purpose of this dust control plan, an area is considered to be a disturbed surface area until the vehicle use for temporary parking or other activities has been completed and the disturbed surface area has been stabilized.
- **Dust Suppressants or Tackifiers** – include but are not limited to: water, hygroscopic materials, solution of water and chemical surfactant, foam, non-toxic chemical stabilizer or any other dust palliative, which is not prohibited for ground surface application by the Environmental Protection Agency (EPA) or the Arizona Department of Environmental Quality (ADEQ) or any applicable law, rule, or regulation, as a treatment material for reducing fugitive dust emissions. Additional information about dust suppressants is available on MCAQD's website.
- **Opacity** – the amount of a field of vision that is obscured by particulate matter. As a general rule of thumb, while standing with your back to the sun or other light source, you can see dust; it is already close to 20% opacity and a potential violation of the standard.
- **Permanent Stabilization** – required after a Special Event or the use of an unpaved lot for temporary parking. This does not mean paving the disturbed surface is required. Instead, one (or a combination of) listed dust control material(s) must be used to restore the surface crust where disturbance has destabilized the soil. The dust control material(s) applied to the disturbed surface area must provide effective, long term dust control, which the property owner and/or operator can maintain in order to comply with vacant lot/open area dust control requirements.
- **Stabilization** – the condition where the soil on an unpaved/vacant lot is not subject to wind erosion. Dust generated from the wind must be controlled before, during, and after a Special Event or the use of a lot for temporary parking. This includes temporary stabilization during any inactive times including weekends, after work hours, and holidays. This means 24 hours a day, 7 days a week.
- **Water** – water may be used as a dust suppressant which can provide adequate dust control either alone or in combination with other dust control materials and/or methods. It is sometimes the most cost effective control measure but should be used wisely so as not to cause other problems such as track-out.
- **Wind Event** – a “wind event” is when the 60 minute average wind speed is greater than 25 mph. During a wind event, all dust generating activity must cease and 100% of the time/energy of staff should be put toward dust control.

Section 5- Event Security/Volunteers

This section of the permit application has been developed to gain information about the security plan you intend to implement at your proposed event.

As an event organizer, you must provide a safe and secure environment for your event. This is accomplished through sound pre-planning by anticipating potential problems and concerns related to the event activities and surrounding environment and by being prepared to react during the event to any unanticipated problems. The size, type, time of day and location of your event, as well as the overall activities proposed to take place in association with your event, are all areas that need to be analyzed in depth and addressed through your security plan.

Once your security plan has been submitted, the Town of Gilbert Police Department will review the plan and has final authority to require a minimum number of licensed private security guards, volunteer and staff positions as well as police officers and traffic controllers necessary to staff your proposed event.

Role of the Host Organization

The Host Organization is responsible for the safety and security of the people and physical elements in and around your venue. Ensuring the safety of all those affected by your event includes implementing safety measures that address all aspects of your proposed event. These measures may involve hiring private licensed security and/or implementing other safety strategies ranging, but not limited to, lighting, music genre selection, alcohol management, and venue design, etc.

Role of Private Security

Private security is typically used at events to enforce the operations and management of a broad array of safety measures ranging from crowd control within and around the venue, VIP management, and parking lot enforcement to identification checks, money transfers, and/or any rules and regulations established by the Host Organization, etc. It is the responsibility of the Host Organization to contract with a licensed private security company and to ensure that the company has the ability to respond to the security needs of the event and surrounding environment. Private security officers have no police powers except the ability to perform a citizen's arrest.

Role of the Police Department

The Town of Gilbert Department may require department staff to be present at your event to supplement your security plan and to provide additional presence at your event. These sworn officers are there to enforce laws. It is not the responsibility of police officers to provide the services that are the job of private security staff. If your special event impacts the community outside your venue, police services in addition to those needed to directly support your event may be required.

The Town of Gilbert Police Department has final authority over your event safety requirements. If the number of licensed private security guards approved by the Police Department is not provided, and/or proves inadequate, the Town of Gilbert Police Department maintains the right to shut down any or all components of your event and/or to provide additional police services that will be billed directly to the Host Organization.

Private Security Company Requirements

A representative of the private security company should work closely with you to review and analyze your proposed event. The security company representative should assist you in identifying points of concern and potential problems. The representative should help you make recommendations to rectify concerns and/or potential problems and recommend the number of licensed private security guards needed at your event. The security company representative may also recommend the number of non-licensed volunteers and other staff that may be needed at your event. Should your event use private security as part of your safety plan, it is critical

that you coordinate areas of responsibility with the Town of Gilbert Police Department prior to the onset of your event.

Use of Volunteers

As part of your event security plan, the Town of Gilbert Police Department may allow you to use volunteers in specific predetermined locations and capacities that do not require licensed security guards. Should the volunteer services fail to be provided, and/or prove inadequate; the Town of Gilbert Police Department maintains the right to shut down any or all components of your event and/or to provide additional police services that will be billed directly to the Host Organization.

FIRST AMENDMENT ACTIVITY

Special events sometimes attract First Amendment, or free speech, activity such as protests, petition gathering and leafleting. The Town of Gilbert Police Department is responsible for managing protest activity. Generally, protestors have the right to be within sight and sound of an event. If your event is free and open to the general public, the Police Department will not remove an attendee, even if that attendee is associated with a protest group, unless the individual is disrupting the event or engaging in other illegal conduct.

When First Amendment activity is anticipated at your event, the Police Department will discuss the handling of the activity with you and may make suggestions to ensure the safety and rights of all are protected. Ultimately, the manner in which the activity will be managed depends on a number of factors including how the special event is organized, the location and venue configuration of the event, the number of people involved, the type of protest activity anticipated, and the city resources available to manage the overall scope of activities.

Section 6- Emergency Medical Services

This section of the permit application has been designed to help assess the level of medical services that best meet your anticipated event needs. All special events must have a medical plan. The most basic plan for small events with a low medical risk assessment is the designation of an event representative to call 9-1-1 and a representative on-site with CPR training certification.

Events with a higher potential for risk are required to implement an appropriate medical plan to address the specific needs of the attendees and/or participants. It is your responsibility to ensure that all medical support personnel whether paid or volunteer has the appropriate licensing, certifications, and insurance to provide services at your event. The Town of Gilbert has final authority over your event medical services requirements and will evaluate these requirements based on a number of factors related to your event.

Section 7- Facility Parks and Maintenance

Recycling and Trash

This section of the permit application is intended to gather information regarding the waste reduction, recycling and trash plans you have developed for your event. As an event organizer you are required to meet or exceed these laws and regulations.

Recycling

- The number of recyclable containers at special events must be equal to the number of trash containers (a 1:1 ratio).
- Recycling and trash containers must be placed next to each other in areas throughout the event venue.
- Each recyclable container must be clearly identified as a recycling receptacle and display a list of recyclable materials accepted.

Trash

You are required to develop and implement plans that ensure the proper disposal of waste and recyclables generated by your event and its attendees, including during set-up and dismantle time frames associated with your event. At the conclusion of your event, the event venue and surrounding areas must be cleaned and returned to a condition equal or better than the condition prior to the onset of your event activities.

Responsible management of waste means *pre-planning* methods to reduce waste before your event, as well as planning for recycling and waste generated at your event. It is essential to communicate the importance of the recycling/waste reduction program to everyone involved in the management of your event and to the people who attend or participate in your event. By developing guidelines for your event attendees, participants, vendors, and service providers, your event may generate less waste and save money on collection and disposal costs.

Failure to perform adequate clean-up and/or repair damages to city property and facilities due to your event will result in the Town of Gilbert providing the services and billing the Host Organization at full cost recovery rates for clean-up and/or repair.

VENUE HOUSEKEEPING

- An adequate number of personnel should be assigned to the collection of loose trash and debris throughout your event, including set-up and dismantle.
- Sweeping of all venue-related areas such as parking and production sites should take place throughout the event.

Vehicles in Venue

If a vehicle is part of your event plans, the Fire Marshal will require the keys to be removed from the vehicle and held by a responsible third party until the conclusion of your event. The presence of parked cars or static car displays within your venue must be indicated on your site map and noted in your permit application. If a vehicle requires access to the event venue as part of your event set up or tear down, the vehicle must be identified on the event application, and additional permit fees may be required. No unauthorized vehicles will be permitted to drive on unpaved park property. Violators will jeopardize the security deposit.

Section 8-Transportation and Street Closures

This section of the permit application has been developed to help assess the transportation plan you have developed to support your proposed event. An important part of the event planning process includes planning for the safe arrival and departure of event attendees, participants, and vendors by creating a transportation plan that is suitable for the neighborhood environment in which your event will take place. Parking, accessibility, traffic congestion and environmental pollution are all factors that should be incorporated in your plan. Special events generally increase traffic demands in or near the location of the event. All traffic control in the public right-of-way must be conducted by a representative of the police department or authorized by the police department.

TRANSPORTATION PLAN

Transportation plans must comply with accessibility laws and should include the use of car pools, public transportation and alternate modes of non-polluting transportation whenever possible. The Town of Gilbert Police Department will determine if your event requires traffic control in order to facilitate vehicular and pedestrian movement on town streets and public right-of-ways affected by your event. The following are guidelines that should be incorporated in your transportation plan:

- All traffic control in the public right-of-way must be conducted by a representative of the police department or by a civilian who is certified in traffic control and authorized by the police department.

- All proposed street closures must be included in your permit application and be authorized by the police and traffic engineering departments.
- If you plan to implement a shuttle plan to support your event needs, you must include approval of the property owner for use of the property in your transportation plan. If approval to use the property is authorized by a property manager, the authorization letter must indicate that the property manager is authorized to approve the use on behalf of the property owner.
- The Town of Gilbert will evaluate the shuttle stops and proposed transportation routes as part of its overall evaluation of your event plans.
- Your transportation plan should not incorporate the use of nearby shopping center parking lots or other private property without the express written permission from the affected property owner(s). If approval to use the property is authorized by a property manager, the authorization letter must indicate that the property manager is authorized to approve the use on behalf of the property owner.
- Any taxi/limo drop-off/pick-up zones should be coordinated with the Town of Gilbert Police Department.
- You must include accessible parking and/or access in your event plans.
- If your event involves street closures, you must obtain approval from Traffic Engineering Department. You must also provide traffic/safety equipment for the safe closure of your venue and ensure proper detour and parking information is posted.

STREET CLOSURE AND REOPENING

Moving vehicles are not allowed in a closed venue except when approved as part of a parade or other entertainment feature associated with your event. If a stationary vehicle is part of your event plans, the Town of Gilbert requires the keys be removed from the vehicle and kept by the Primary Contact until the event is over and it is safe to drive in the venue area. The use of electric carts, segways, and other vehicles that may be used to provide supplies and services within your venue, will need the approval of the Special Event Team prior to use, and such use must be requested on the Special Events Application. Exceptions to the use of vehicles in a venue may be granted by an authorized town representative for public safety purposes. You must indicate the presence of parked cars within your venue as part of your permit application.

Only a sworn or trained employee of the police department has the legal right to remove a vehicle from a town street or authorize a tow in the public right-of-way. As an event organizer, you must coordinate with the Town of Gilbert Police Department for the towing of all vehicles within your event venue prior to the onset of your event activities, including set-up. You will not be allowed to set-up or manage event activities where there are parked cars, even if the area is denoted on your final permit.

You must plan for the closure and reopening of the streets and other areas in which your event will take place. If a town fire marshal, police officer, or traffic controller is present, you must coordinate the closure and opening of streets with these authorities. The Town of Gilbert has developed the following guidelines to assist in planning for the safe closure and reopening of streets, parking lots or other areas where there may be moving vehicles.

Section 9- Accessibility and ADA Requirements

Your event plans must comply with all town, county, state and federal disability access laws and regulations applicable to your proposed event activities. All temporary venues, related structures, and outdoors sites associated with your event must be accessible to all disabled persons. If an area is not accessible, an alternate area must be provided with the same activities that are in the inaccessible areas. However, these activities must not be offered only to patrons with disabilities.

It is important that you evaluate the unique components and activities associated with your proposed event to develop plans to ensure your event complies with all accessibility laws. The following guidelines have been established to help develop plans to make your event accessible to the attendees, participants, and service providers that are part of your event. Please note that these are guidelines only and may not be inclusive of all city, county, state, and federal disability access requirements.

Paths of Travel/Accessible Routes

- Your event should include accessible routes throughout your event venue, including parking areas and passenger loading and unloading zones.
- Accessible routes must be a minimum of 44" in width, not including the curb.
- Temporary ramps that do not exceed an 8.33% grade may be required to provide an accessible route and should be used when elevation changes more than 1/3" vertical or 1/2" beveled.
- Cable ramps or rubberized mats should be used to cover all cords, wires, hoses, etc. located within a path of travel.
- An alternate path of travel is required when the public right-of-way is obstructed.
- If an alternate path of travel is provided, signage designating the alternate travel path should be placed in readily visible locations.
- The alternate path of travel should be parallel to the disrupted pedestrian access route where possible.
- An alternate path of travel should have no protrusions up to a height of 80", including scaffolding and scaffolding braces.
- If the alternate path of travel is adjacent to a potentially hazardous condition, the path should be protected with a barricade or other safety equipment.

Accessible Parking/Transportation

- Provide accessible parking if designated parking areas are provided for an event.
- If designated parking areas are not provided for your event, you should provide, at minimum, one accessible passenger loading and unloading zone marked with the international symbol for accessibility.
- Place disabled parking areas as close to the event venue as possible. If the surface is level and provides access to the event, private property with written permission may be used.
- Include accessible parking for any VIP or other specifically designated parking areas such as limo and taxi zones.
- Evaluate the need to provide additional accessible parking beyond that required due to the displacement of designated spaces and areas.
- Accessible vehicles must be included in your transportation plan if a shuttle program supports your event.
- Use accessible public transportation in your event plans whenever possible.
- Provide training and informational materials for your event staff and volunteers regarding accessible parking and transportation.

Accessible Restrooms/Sinks

- A minimum of 10% of any portable restroom provided to support your event must be accessible and located on a level area not to exceed a 2% cross-slope in any direction.
- In any location where multiple restrooms are provided, at least one (1) unit must be accessible.
- If only one (1) restroom is placed in a location, it must be accessible.
- In any location where multiple sinks or hand sanitizing units are provided, at least one (1) unit must be accessible.
- If only one (1) sink or hand-sanitizing unit is placed in a location, it must be accessible.
- An accessible route to each portable restroom and sink or hand-sanitizing unit must be provided.

Accessible Booths/Service Counters

- An accessible route to all booth and/or service counter areas should be provided.
- Booths and/or service counters should be no more than 36" in height and must be 35" or greater in width.

Accessible Staging/Seating

- If the public has access to the stage at your event, it must be accessible using a ramp and/or lift and handrails.
- If you provide designated seating on a stage or within your venue, you must provide accessible seating and companion seating in the designated seating areas.

Accessible Communication

- Be prepared to provide event information in alternative formats, sign language interpretation, and assistive listening devices if requested.
- Signage should consist of high contrasting colors and should be placed in visible location(s).
- Plan to provide training and informational material regarding accessibility to your event staff and volunteers.
- Use the international symbol of accessibility where applicable throughout your event venue.

Section 10 - INSURANCE REQUIREMENTS

A certificate of Insurance naming the Town of Gilbert as additionally insured is required for ALL promoters, food and sales vendors/sponsors present at events held on Town of Gilbert property.

All event promoters and food and sales vendors present at any event held on town owned property, are required to attach an original copy of a Certificate of Insurance. Commercial General Liability Insurance in the amount of \$1 million each occurrence combined single limit for bodily injury and property damage liabilities and \$2 million aggregate is required. The **Town of Gilbert shall be named as additional insured** under the Certificate of Insurance. Address information should read: ***Town of Gilbert, 50 E. Civic Center Drive, Gilbert, AZ 85296.*** The insurance certificate needs to be received by the Special Events Office **at least fifteen (15) business days prior to the event.**

For more information or questions regarding insurance requirements, please contact our Risk Management Department at 480-503-6934. Risk Management reserves the right to evaluate the liability of each event and assess the required insurance limits. Event permits will not be issued until all insurance requirements are satisfactorily met.

The certificate must show:

- The Town of Gilbert, its agents, officers, employees and volunteers are named as “Additional Insured”. All Certificate of Insurance policies must reflect this with the exception of workers compensation.
- The Town of Gilbert shall be notified at least 30 days prior to cancellation or alteration of any insurance coverage. A 10-day notice of cancellation for non-payment of premium.
- Workers Compensation Policies shall contain a Waiver of Subrogation clause in favor of the Town of Gilbert.
- General Liability Including:

Bodily Injury	Contractual	Independent Contractors
Comprehensive Form	Product/Completed Operations	Hazard
Premises Operation	Personal injury	Broad Form Property
Damage		

In addition, specific date(s) and locations(s) of the event, to include set up and take down, must be stated clearly on the certificate. Certificates must be received no less than fifteen (15) working days prior to the event.

OTHER INSURANCE OR RISKS

All other risks shall comply with the Additional Insured requirements as stated in item 1 above.

Fireworks Production

General Liability - \$10,000,000 each occurrence
Auto Liability - \$1,000,000 combined single limit (each accident)
Workers Compensation – Arizona Statutory Requirements

Carnival/Amusement Rides

\$2,000,000 General Liability
\$1,000,000 Auto Liability
Workers Compensation – Arizona Statutory Requirements

Section 11- Community Outreach

As part of your event planning process, you must evaluate the potential impact of your event on the surrounding neighborhood or environment. Your event plans should include outreach and mitigating measures that address potential impacts your event may have on the surrounding area in which the event activities are proposed to take place. Your outreach and mitigation efforts, along with the overall benefit of the event to the community and the region, will be incorporated in the permit application evaluation process. The following are guidelines to assist you in your community outreach efforts:

Community Involvement

If your proposed event venue is in an area that is likely to experience impacts due to your event, you should present your event concept to community group(s) within the event venue area, and you should meet with the residents, businesses, places of worship, schools and other entities that may be directly affected by noise and street closures related to your event in order to address their specific needs. Affected businesses and residents include those businesses and residents that are directly adjacent to the event route with the event street closure, shuttle and/or production areas. Issues that are typically resolved by this form of communication include the coordination of delivery schedules, timing of sound checks, and establishing a way to allow residents and businesses to access their building and parking areas.

Written Notification

The Town of Gilbert requires that notices/fliers be mailed or hand delivered two (2) weeks prior to your event to all entities directly impacted by your event and its associated activities. This notice should include, but not be limited to, the date(s), day(s), time(s), location(s) and types of activities taking place during your event. The notice must also give detour or alternate route information if regular access is affected or if transportation systems are impacted. The notice also must include a telephone number where members of the public can contact an event representative with the authority to address issues or concerns prior to the event and throughout the event time frame including set-up and dismantle. Complete documentation of this effort must be available to town representatives upon request.

Advisory Signage

If your event impacts a major use roadway, you must provide advisory signs that are placed a minimum of two (2) weeks prior to your event date. A representative of the traffic engineering department will provide you with a required list of advisory signs that must be placed at specific locations to provide advanced notice to the regular users of a roadway of the scheduled closure. Signs may be obtained by the company you plan on using for your barricades and road closures.

Marketing and Public Relations

Acceptance of your Special Event Permit Application by the Town of Gilbert does not guarantee the date and location or imply an automatic approval of your event. You must meet the application requirements before the Town of Gilbert may issue a Special Event Permit.

If you plan to include radio, television or other product promotions within your event venue, you should limit the placement and/or distribution of signs, stickers and other promotional material. Items of particular concern are those that may damage public and private property, violate town sign code ordinances, or that may be difficult to clean or remove from the venue. Town Code Enforcement Officers or other city representatives may remove non-permitted décor and advertising in your permitted venue area and the Host Organization and/or advertiser may be subject to fines.

Section 12- SITE PLAN/ROUTE MAP

The site plan or route map you include with your permit application is a visual representation of all the infrastructure and operational event elements that you describe throughout the permit application and should include any stationary elements as well as moving routes.

The final permit issued by the Town of Gilbert will only be valid for the venue areas and event elements described in your permit application and site plan or route map. Modifications to your request may be required during the permit review process and will be incorporated in the final permit. Following are guidelines to assist you in the development of your site plan or route map:

TECHNICAL SPECIFICATIONS

- To ensure appropriate review of your event plans, your primary site plan or route map should be computer-generated using scaled drawings and measurements to depict the components of your event.
- Site plans, route maps and supporting drawings/diagrams should be submitted in PDF format and in an 8 ½" x 11" or 11" x 17" standard format.
- There are many online mapping sites that provide basic mapping capabilities. If you utilize one of these mapping sites, you must use the 'plain', 'road', or 'parcel' view as the base to create your map. It is important that reviewing authorities can clearly see the scaled dimensions, locations and activities proposed on your map.

BOUNDARIES AND ROUTES

- Your site plan or route map must include the names of all streets and/or areas that are part of the proposed event; including auxiliary parking and production areas.
- If your event includes activities with moving routes of any kind such as a parade, run, or cycling event, the direction of travel and all proposed lane closures must be depicted on the site plan or route map.
- The location of fencing, barriers and/or barricades must be depicted on your site plan or route map. This includes barriers used to denote stationary elements such as beer gardens and to articulate participant flow for athletic events.
- Identification of minimum twenty-foot (20') emergency access lanes throughout the event venue.
- All access routes, removable fencing, and exit locations should be clearly identified on your site plan or route map.

EVENT INFRASTRUCTURE

- Your site plan or route map should include the location of all event infrastructure elements identified in your permit application including, but not limited to:
 - Fencing, including beer gardens and production areas.
 - Portable restrooms and sinks.
 - Trash and recycling containers and dumpsters.
 - Water stations, water and ice supplies.
 - Generators and other sources of electricity.
 - Fuel storage facilities.
 - Placement of any vehicles and/or trailers including production and shuttle areas.
 - Portable, prefabricated, or site built structures, bridges, staging, platforms, bleachers, or grandstands.
 - Other related infrastructure components not listed above but included in your permit application.

EVENT OPERATIONS

- Your site plan or route map should include the location of all event operational elements identified in your permit application including, but not limited to:
 - Stages and entertainment areas.
 - Inflatable's, mechanical rides, climbing walls, obstacle courses, games, petting zoo/animal rides, children/teen areas, sport demonstrations and other activities.
 - Tents, canopies and/or booths.
 - Event signage/banners.
 - Booth identification of all vendors cooking with flammable gases, open flames or barbecue grills. A close-up of the food and/or cooking area configuration with all fire extinguisher locations is required.
 - Location of beer garden(s). A close-up of the beer garden configuration(s) with all exit locations, serving fixtures, furniture and tenting is required.
 - Tables, seating and other furniture.
 - Parking, accessible parking, drop-off, limo/taxi zone, and shuttle locations, etc.
 - Other related operational components not listed above but included in your permit application.

Section 13- Special Event Fees

Special Event application fees are due upon initial contact to the Town of Gilbert inquiring about event approval. These fees will be refunded if the event is not able to be approved or moved to the next step in the approval process.

Event permit fees, security deposits, site reservation, licenses and inspection fees are all due 10 calendar days before the event date. These fees will be invoice to the event promoter upon completion of the final event team meeting. Unpaid or late payments will result in the event permit not being issued.

All additional fees incurred during or after the event will be deducted from the event security deposit and/or invoiced to the event promoter. (Fees may include, additional site rental hours, additional staff costs).



Proposed Special Event and Block Party Fees

Application Fees (refundable only if event is not approved)

Special Event Application Fee	\$50 per event
Block Party Application Fee	\$25 per block party (<i>this is the only required fee for block parties</i>)

Permit Fees and Deposit

Special Event Permit Fee	\$100 permit fee
Special Event Deposit *	\$500 for events with up to 500 people or \$1000 for events 1000+ participants

Town of Gilbert Special Event Site Reservation Fees ******(fee pays for a 12 hour reservation)

Half day rates are available for events up to 6 hours.

	<u>Category 1</u>	<u>Category 2</u>
Freestone Park-1045 E. Juniper Avenue		
Event Site A accommodate up to 3000	\$300 per day	\$375 per day
Event Site A and B- accommodate 3000+	\$600 per day	\$750 per day
Event Site A, B and C- accommodate 5000+	\$800 per day	\$1000 per day
Gilbert Municipal Center-50 E. Civic Center Drive		
Event Site A-accommodate up to 3000 people	\$400 per day	\$500 per day
Event Site A and B- accommodate up to 3000+ people	\$700 per day	\$875 per day
Crossroads Park-2155 E. Knox Road		
Event Site A-accommodate up to 1500 people	\$300 per day	\$375 per day
Event Site A and B accommodate 3000+ people	\$600 per day	\$750 per day
Water Tower Plaza (6 hours per day max)	\$ 10 per hour	\$15 per hour
Freestone Park Skate Park	\$ 250 per day	\$325 per day
	<u>Category 1 or 2</u>	
Park/Trail Event Run/Walk Fee	\$150 per walk/run	
Freestone Park Road Closure Fee	\$300 per event	
Open Lot Fees- Town of Gilbert Property	\$25 per day	
Event Set-up/Take-down of Equipment (Per day prior/after event)	25% of Event Site Fee	

Other Required Licenses and Permits******

Gilbert Business License (*Per vendor*)- \$35annual or \$15 Transient (1) day license
Code Inspection Fees (*Code and access inspection*)-\$81 per hour/per staff-2 hour minimum
Fireworks Permit- \$460 per location
Traffic/Road Closure Inspection Fees-\$150 per Inspection/Plan Review
Zoning Approval (*if applicable, submittal required*)

Miscellaneous Fees****** (As required by the Special Event Permit)

Vehicle Accessibility or Overnight Pass \$25 per vehicle
Refuse Container (rental, drop-off/pick-up) - \$15 per can, No charge for Recycle Cans
Police- \$58 per hour, per officer as determined, 3 hour minimum
Fire/EMS- \$58 per hour, per staff (minimum of 2)
Town of Gilbert Field Light Fees*- \$15 per hour/per field
Freestone and Crossroads Park Overflow Parking Fees (Includes truck rental and driver) \$72 per hour
Event Park Banner Permit (Freestone, Cosmo, Crossroads and Discovery Parks only) \$50 per week-2 weeks max
Restroom Cleaning- per park -\$30/per cleaning
Town of Gilbert Event/Field Supervisor* (*One staff per 500 people*) - \$25/per hour, per staff person

Additional Fees may be applied to the event producer to recover unexpected out of pocket fees incurred by the Town of Gilbert that may not be listed above.

***Only required for events held on Town of Gilbert Property.**

****All reservation, licensing, permit and miscellaneous fees are due 10 calendar days prior to the event date and are non-refundable (unused services due to event cancellation will be refunded). All additional charges incurred during the event will be deducted from the deposit and/or billed within 5 days of the event completion.**

CATEGORY 1 NON-COMMERCIAL

- d) All non-profit organizations, conducting non-commercial activities, such as members of the, Fine Arts Association, Historical Society.
- e) All governmental agencies, including county, state, and federal agencies.
- f) Gilbert Sports Coalition members

CATEGORY 2 COMMERCIAL

Any organization, group, or individual except as defined in Category 1, using community facilities in an attempt to realize a profit from its activities and where an admission charge is made or other proceeds are received.

Attachment A

Special Events Permit Application

Special Events Office • 90 E. Civic Center Drive • Gilbert, AZ 85296 • Phone 480-503-6200 • Fax 480-503-6204

Date of Application:		Permit Application # (For office use only)			
<p>This application accompanies a Special Event Handbook. To avoid a late fee, applications must be submitted a minimum of 60 days prior to the event with a non-refundable special event permit fee of \$200 attached. The application fee payment does not guarantee event approval.</p> <p>All applicants will be charged site rental fees as appropriate and are expected to fully reimburse the town for all services related to event production which may include, but are not limited to, Police, Fire/EMS, Park and Facility Maintenance, Field Services, Sanitation, Street Engineering, Site Supervisors, Environmental, and all necessary permit fees including: Tents, Generators, Fireworks, Carnival, Exhibition/Tradeshow and Street Festivals. Daily fees will be assessed until all event equipment is removed from the park premises (if applicable).</p> <p style="text-align: center;"><u>Comprehensive site plans must accompany this application.</u> <i>* Note the Important Notice, Section 11, page 5.</i></p>					
Section 1 – Event Host Organization Information					
Name of Host Organization (the organization is financially responsible for all invoice and damages obtained as a result of this event)					
Name of Primary Contact (must be on site during the event)					
E-Mail Address for Correspondence					
Phone Number		Fax Number		Cell Phone Number	
Business/Billing Address			City	State	Zip
State of Incorporation		Tax ID #		501(c)3 #	
Section 2 – Event Information Summary					
Name of Event				Anticipated Daily Attendance (including spectators)	
Will there be an admission charge? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, list all price categories below.					
Event Date(s)		Set-up Date(s)/Hours		Hours Each Day	
				Take Down Date(s)/Hours	
E-Mail address for public information			Website address for public information		
Desired Location of Event: <input type="checkbox"/> Private Land- Location <input type="checkbox"/> Town/Park Property – Location					
Do you anticipate sponsors for this event? <input type="checkbox"/> Yes <input type="checkbox"/> No Please submit a list of potential/secured sponsors on Attachment C					

Brief Description of Event (attach separate form if needed)				
What type of advertising/promotion will be done prior to the event? Please attach all promotional material.				
Radio <input type="checkbox"/> Yes <input type="checkbox"/> No What Stations?		TV <input type="checkbox"/> Yes <input type="checkbox"/> No What Stations?		
Fliers/Posters <input type="checkbox"/> Yes <input type="checkbox"/> No How many?		Press Releases <input type="checkbox"/> Yes <input type="checkbox"/> No How many?		
Newspaper Ads <input type="checkbox"/> Yes <input type="checkbox"/> No What publication?				
Has this event been held in another location? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide the following:				
Last event/s	Location	Date	Contact Name and Phone	
Section 3 – Event Features-				
<i>All Event Features listed must be identified on Attachment B and Companies Listed on Company Equipment List-Attachment D</i>				
Will there be any alcohol served at this event? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, a separate alcohol permit application will need to be submitted.				
Will there be any event performances? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please attach a complete list of entertainment.				
Will there be amplified entertainment? <input type="checkbox"/> Yes <input type="checkbox"/> No Please attach a complete list of amplified sound equipment.				
<i>A complete list of entertainment will be required before final approval.</i>				
Will there be a stage(s)? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please list quantity Stage Dimensions:				
Is any other promoter/producer assisting you with your event? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Name of Promoter and Promotion Company		Address	City	State Zip
Will the event include any of the following? (Indicate on site plan and/or company equipment list)				
Tents or Canopies < 240sq. ft. <input type="checkbox"/> Yes <input type="checkbox"/> No Number of Tents: >240 sq. ft. <input type="checkbox"/> Yes <input type="checkbox"/> No Number of Tents: <i>Tents and canopies over 240 sq ft require permits from the Town of Gilbert Fire Department.</i>				
Fireworks <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Fireworks require permits from the Town of Gilbert Fire Department.</i>				
Vendor/Food Vendors- Please Note: <i>All Vendors are required to provide a certificate of insurance naming the Town of Gilbert additionally insured. All Retail/Food Vendors selling products must provide a copy of a current Town of Gilbert business license.</i>				
Will merchandise and/or food items be sold? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please complete and attach a vendor list form, and a sale of goods application for each vendor selling product at your event.				
Open Flames or Cooking <input type="checkbox"/> Yes <input type="checkbox"/> No		Portable Cooking <input type="checkbox"/> Yes <input type="checkbox"/> No		
Temporary Fencing <input type="checkbox"/> Yes <input type="checkbox"/> No		Provide accurate dimensions of fenced area on site plan.		
Barricades <input type="checkbox"/> Yes <input type="checkbox"/> No				
Port-O-Johns <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, please list dates of delivery and pick up:		
Safety/Traffic Signage <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, please list dates of delivery and pick up:		
Electrical Services/Generators <input type="checkbox"/> Yes <input type="checkbox"/> No		Additional Lighting <input type="checkbox"/> Yes <input type="checkbox"/> No		
Inflatable's/Amusement Rides <input type="checkbox"/> Yes <input type="checkbox"/> No # of Pieces				
Event Signs / Banners <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please include signage/banner locations on your site plan.				
Will your event be offering Massages? <input type="checkbox"/> Yes <input type="checkbox"/> No		Name of Company and phone		
Will you be having any type of Animals at your event? <input type="checkbox"/> Yes <input type="checkbox"/> No				

Section 4 – Dust Control A copy of all COMPLETE dust control plans must be submitted to Maricopa County Air Quality Department via fax at 602-503-6179	
Will any part of your event or parking for your event being held on unpaved property? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If Yes, please submit a dust control plan with this application. The requirements for the dust control plan can be found on page 14 of the Special Event handbook.	
Section 5 – Event Security	
Are you requesting off-duty Gilbert Police officers? <input type="checkbox"/> Yes <input type="checkbox"/> No Number of personnel requested: _____ <i>After reviewing the event application, you may be required to use Town of Gilbert Off-Duty Police Officers for the event.</i>	
Are you requesting the Gilbert Explorers to assist with your event? <input type="checkbox"/> Yes <input type="checkbox"/> No Number of Explorers requested: _____ <small>*Additional PD Staff Fees apply for Police Explorer Advisor</small>	
Will you be utilizing private security? <input type="checkbox"/> Yes <input type="checkbox"/> No Number of personnel being used for the event: _____ <i>Please identify security staff locations on Site Plan</i>	
Security company and Contact Info.	AZ Dept of Public Safety ID#
Section 6 – Emergency Medical Services	
Are you requesting off-duty Town of Gilbert EMT's? <input type="checkbox"/> Yes <input type="checkbox"/> No Number of personnel requested: _____ Will there be a first aid station? <input type="checkbox"/> Yes <input type="checkbox"/> No Will you be using outside medical services? <input type="checkbox"/> Yes <input type="checkbox"/> No Name of Company: _____ <i>After reviewing the event application, you may be required to use Town of Gilbert Off-Duty EMT's or paramedics for the event.</i>	
Section 7 – Facility/Park Maintenance	
Will any Town electric hookups be used? <input type="checkbox"/> Yes <input type="checkbox"/> No Electric Location including amperage	
Will any Town water hookups be used? <input type="checkbox"/> Yes <input type="checkbox"/> No	Water Location(s)
Will waste water/gray water be generated? <input type="checkbox"/> Yes <input type="checkbox"/> No Is so, how will it be disposed?	
Will the event need trash receptacles? <input type="checkbox"/> Yes <input type="checkbox"/> No Is so, how many will you be requesting? # of Trash Containers # of Recycle Containers Please attach a copy of your Trash/ Event Clean- up plan.	
Section 8– Transportation and Street Closures	
Does the event propose using, closing or blocking any of the following If yes, specify location and duration on site map	
Town Streets <input type="checkbox"/> Yes <input type="checkbox"/> No	Town Sidewalks <input type="checkbox"/> Yes <input type="checkbox"/> No
Town Right-of-Ways <input type="checkbox"/> Yes <input type="checkbox"/> No	Public Parking Lots <input type="checkbox"/> Yes <input type="checkbox"/> No
Multiuse Paths <input type="checkbox"/> Yes <input type="checkbox"/> No	Other:

Section 9 – ADA Accessibility Requirements

Parking

Existing Lots: When lots are used for activities other than parking, accessible spaces must be kept open and usable. If not possible, the same number of spots must be provided as close as possible to original spaces and/or main event site.

Temporary lots: Accessible spaces must be created and held in reserve for people with disabilities, laid out in accordance with standards, marked with the accessibility symbol, and connected to the closest accessible route.

Accessible Routes

Accessible routes must connect event site features, including parking, exhibits and activities and public amenities.

Portable Toilets

A minimum of 5%, but never less than 1, portable toilets shall be accessible. For questions or assistance with these requirements please call 480-503-6254.

Section 10– Insurance Requirements

Certificate of Insurance: For all events held on Town of Gilbert Property, each event **promoter and event vendor** must submit an original copy of a Certificate of Insurance. Commercial General Liability Insurance in the amount of \$1 million each occurrence combined single limit for bodily injury and property damage liabilities and \$2 million aggregate is required. The **Town of Gilbert shall be named as additional insured** under the Certificate of Insurance. Address information should read: Town of Gilbert, 50 E. Civic Center Drive, Gilbert, AZ 85296. The insurance certificate needs to be received by the Special Events Office **at least fifteen (15) business days prior to the event. If the appropriate insurance requirements are submitted fifteen (15) business days prior to the event, the event will not be approved, and/or the vendor will not be permitted to set up on town property.**

For more information or questions regarding insurance requirements, please contact our Risk Management Department at 480-503-6934. Risk Management reserves the right to evaluate the liability of each event and assess the required insurance limits. Event permits will not be issued until all insurance requirements are satisfactorily met.

The certificate must show:

1. The Town of Gilbert, its agents, officers, employees and volunteers are named as “Additional Insured”. All Certificate of Insurance policies must reflect this with the exception of workers compensation.
2. The Town of Gilbert shall be notified at least 30 days prior to cancellation or alteration of any insurance coverage. A 10-day notice of cancellation for non-payment of premium.
3. Workers Compensation Policies shall contain a Waiver of Subrogation clause in favor of the Town of Gilbert.
4. General Liability Including:

Bodily Injury	Contractual	Independent Contractors
Comprehensive Form	Product/Completed Operations	Hazard
Premises Operation	Personal injury	Broad Form Property Damage

In addition, specific date(s) and locations(s) of the event, to include set up and take down, must be stated clearly on the certificate. Certificates must be received no less than fifteen (15) working days prior to the event.

OTHER INSURANCE OR RISKS

All other risks shall comply with the Additional Insured requirements as stated in item 1 above.

Fireworks Production

General Liability - \$10,000,000 each occurrence

Auto Liability - \$1,000,000 combined single limit (each accident)

Workers Compensation – Arizona Statutory Requirements

Carnival/Amusement Rides

\$2,000,000 General Liability

\$1,000,000 Auto Liability

Workers Compensation – Arizona Statutory Requirements

Important Notice

All applicants are advised that events, whether gated or on-gated, whether charging admission or not, and which are held in Town parks, streets and/or sidewalks next to streets, are held on traditional public forums within which the exercise of U.S. Constitutional First Amendment rights have been and are traditionally conducted. The Town cannot and will not tolerate any restriction of such rights by applicants and/or their promoters, employees, agents, subcontractors, assigns, volunteers, security personnel or others associated with applicants (collectively "Event Personnel") in the holding of events. By signing this Permit Application, all applicants acknowledge and agree that the Insurance and Indemnification provisions contained respectively in Sections 11 and 13 of this Permit Application apply to alleged violations by Event Personnel of any of the laws, common laws, statutes, ordinances and rules and regulations pertaining to the subject matters stated in this paragraph, and that the insurance and/or self-insurance of applicants and/or Event Personnel will cover the Town, its respective officers, agents, employees and volunteers should the Town, and/or its respective officers, agents, employees and volunteers be subjected to claims, demands, lawsuits and/or other actions alleging such violations. Applicants are encouraged to consult with their own attorneys for independent legal advice about applicants' duties and obligations concerning the subject matters contained in this paragraph.

Applicant acknowledges that applicant has read and understood this Notice, agrees to comply with and abide by its terms, and has placed applicant's initials in the space below to verify such acknowledgement and understanding.

Initials of applicant's authorized agent or applicant

Certification

I hereby certify that the statements made in this application are true and complete to the best of my knowledge, and that I am authorized to execute the application. Intentional omissions or falsification of information is sufficient grounds for denial of the application and subsequent revocation of the permit. I agree to indemnify, defend and save harmless the Town of Gilbert and its respective officers, agents and employees and volunteers from any and all losses, claims liabilities, damages, costs and expenses, including reasonable attorney's fees and court costs, resulting from the conduct of the applicant, sponsor or promoter, their employees, suppliers, vendors or agents, or any of their guests, invitees or licensees with regard to the event applied for. I agree to indemnify, defend and save harmless, the Town of Gilbert and its respective officers, agents and employees, and volunteers from any and all losses, claims, liabilities, damages, costs and expenses, including reasonable attorney's fees and court costs, resulting from any facility, park or lake closure due to inclement weather. In such an instance, I understand that all event participants must follow the Town's guidelines and procedures for lake/facility evacuation and that this event is being held inside the Town limits and all Town of Gilbert rules and regulations apply. I also understand that the Town of Gilbert reserves the right to determine if park facilities are unusable as a result of inclement weather.

I realize my submittal of this application request constitutes a contract between myself and the Town of Gilbert is a release of Liability. I understand that I am responsible for all fees associated with this Special Event.

I am the said applicant and submit this application request of my own free will.

Signature of Applicant's Authorized Agent or Applicant

Date

Title

Date



Event Sign and Site Layout Map

Please attach an 8.5"x11" size map using this information to show the location for the following: Legend, indicating the Event Name, Proposed Event Date(s) and Operating and/or Street Closure Times and the symbols used on the map (a legend). Please remember incomplete or illegible maps will not be accepted.

Plans should include all physical structures being placed either in a park or on the street and must further identify the method of placement, type or material, and dimensions of items including but not limited to:

- First Aid Station
- Map of trail event showing entire course
- Barricades
- Fencing
- Enclosures
- Traffic Signs/Message Boards
- Directional and day-of-event signs
- Tents/Canopies
- Stages/Music/Speakers
- Temporary Alcohol Sales and Consumption Area
- Vendors/Food Vendors
- Sponsors
- Inflatable/Activity Areas
- Entertainment Areas
- Portable Toilets/Restrooms/Hand Washing Stations
- Water Stations
- Gates
- Directional Symbol for NORTH

If your event includes both park space and street closures you should supply separate drawings for each.

Attachment C Sponsor/Vendor List

All food and sales vendors must submit a copy of their Town of Gilbert Business License along with a certificate of insurance naming the Town of Gilbert additionally insured.

Sponsor/Vendor Name	Contact Information	Business License # or N/A	Certificate of Insurance Submitted
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
Total Number of Vendors-		Total Vendor Fee to Promoter \$	

PLEASE HAVE VENDORS SUBMIT INSURANCE AND BUSINESS LICENSE COPIES TO THE
PROMOTER (NOT PARKS AND RECREATION OFFICE).

A complete list of vendors, sponsors and all necessary paperwork must be submitted fifteen
(15) calendar days prior to the event.



Attachment D Equipment Company List

EVENT NAME: _____

DATE(S): _____

List all event components associated with your event including, but not limited to, those mentioned below. Insurance certificates maybe required by vendor company's listed below.

Complete as applicable.

SERVICE(S) OR COMMITTEE	NAME of BUSINESS	PERSON RESPONSIBLE	PHONE NUMBER W - WORK C - 24 HOUR	E-MAIL
Production Company			(w) (c)	
Fireworks Company			(w) (c)	
Portable Restrooms			(w) (c)	
Tents/Chairs/ Tables			(w) (c)	
Generated Power			(w) (c)	
Fencing			(w) (c)	
Traffic Barricades			(w) (c)	
Stage			(w) (c)	
Sounds/ Lighting			(w) (c)	
Security			(w) (c)	
Golf Carts			(w) (c)	
Radios			(w) (c)	
Alcohol			(w) (c)	
Sanitation			(w) (c)	
Carnival Rides/ Inflatable's			(w) (c)	
Medical Services			(w) (c)	
Beverage Provider			(w) (c)	
Cleaning Crews			(w) (c)	
			(w) (c)	
			(w) (c)	
			(w) (c)	
			(w) (c)	



Attachment E

General Public Information

This information will appear in the Town's Calendar of Special Events. You should include all admission information related to your event. Examples of information you should provide include:

Name of event and brief description

Ticket/entrance/participant fees (e.g. list by age, activity, etc.) or Free to Public

Event/organization website

Parking/shuttle
information

Private event/invitation only ☐ Yes ☐ No

Additional Contact information



Attachment F
Town of Gilbert
Special Event
Private Property Letter of Approval

Date:_____

Property Manage or Owner Name:_____

Contact Phone Number:_____

Special Event Name and Location:_____

Requested Closure Date(s) and Time:_____

As property manager/owner for the commercial property address listed above, I acknowledge I have been informed by the promoter of the Special Event and that a request to close off the area during the special event has been submitted to the Town of Gilbert. Possible conflicts or impacts on the surrounding businesses have been addressed.

Signature of Property Manager/Owner



Attachment G

Special Event Parade Questionnaire

Date of parade_____

1. Start time of parade_____Completion time of parade_____

2. Location of proposed assembly area_____

3. Assembly start time_____

4. Have arrangements been made for traffic control (barricading and/or policeofficers)

☐ Yes ☐ No If yes, please explain_____

If no, when will these arrangements be made?_____

5. Attach map of parade route

6. Indicate the starting point, proposed travel route and the termination point.

7. During the event will you occupy all or a portion of the streets?_____

Special Event Parade Questionnaire-page 2

8. Approximate number of persons, animals and vehicles, which will constitute the event.

Number of people_____

Number of animals_____Type of animals_____

Number of vehicles_____Type of vehicles_____

9. Have arrangements been made for emergency medical personnel? ☐Yes ☐ No

If no, when do you expect the arrangements to be completed?_____

10. Other pertinent information







